

Smithers Art Gallery
Summer Camp & Gallery Coordinator/Assistant

Art Camps (July/August)

- ☑ develop curriculum for art camps (May/June)
- ☑ lead or assist art camps (July/August)
- ☑ manage registrations and payments
- ☑ classroom set-up and take-down for each art camp
- ☑ feedback surveys for parents

Exhibitions

- ☑ hang exhibitions with gallery staff
- ☑ create labels and inventory sheets for artwork
- ☑ photograph the exhibition & post to our website

Drop-in Art Activities (May - August) & Events

- devise family activities & create a demonstration models for holidays, events and festivals in the community of Smithers
- ☑ set-up and take-down for each activity
- ☑ record statistics and liaise with committees or staff organizing each larger event

General duties

- ☑ marketing and promotions of activities
- maintain accurate records and monitoring of budget (camps/events/drop in activities)
- maintain inventory and purchasing new supplies within budget (camps/events/drop in activities)
- ☑ staff the gallery and liaise with the public
- ☑ record visitor numbers and other data
- ☑ general cleaning and maintenance
- ☑ artisan shop sales and merchandising
- ☑ other duties as required

The preferred candidate will:

- ☑ be creative, innovative and flexible
- ☑ be studying in the field of fine arts, education or another related field
- ☑ have experience working with school-aged children
- ☑ have a love of art
- ☑ work well in a team
- ☑ show initiative, and leadership
- ☑ be fluent in English, with exceptional written and oral communication skills
- ☑ have strong computer and research skills
- ☑ must be a full time student between 16 and 30 years of age returning to studies in the fall
- ☑ be a Canadian citizen, permanent resident or have refugee status in Canada

Dates of Employment: May – August 2024 for 16 weeks and July and August for 6-8 weeks

Hours of Work: Tuesday–Saturday 35 hours/week (part time may be available) Remuneration **starting** at \$17.40/hour

Qualified applicants should submit a cover letter, detailed resume and two references by April 15th to the Smithers Art Gallery, Attn: Nicole Chernish at info@smithersart.org.

The Smithers Gallery Association is an equal opportunity employer and employs personnel without regard to ancestry, colour, race, disability, gender identity and expression, or sexual orientation.

We're Hiring
Summer Staff
for
summer camps
gallery events & exhibits

Extended, apply by May 3, 2024

www.smithersart.org/job-opportunities

Funding requires applicants be:
a student between the ages of 16 and 30,
a Canadian citizen, permanent resident or
have refugee status in Canada.